

NANC Working Groups' Operating Principles

Co-Chairs and Meeting Principles

- Co-Chairs are chosen by open nomination
 - Selected by team
 - Ratified by NANC
 - Minimum one (1) year term
 - Annual reaffirmation by team
- Co-Chairs establish and distribute meeting agendas in advance of meeting
 - Members may request agenda items and Co-Chairs will use discretion in placing such items on agenda
- Co-Chairs facilitate meetings
- Co-Chairs and team members determine locations for face to face meetings and provide adequate advance notice
 - Working Group members share meeting expense on a voluntary basis or, if necessary, through another sharing mechanism
 - Conference bridges will be provided during all face to face meetings if requested by members that are unable to travel
 - Conference calls should be used when possible
 - Working Group/sub-teams will schedule meetings at times and locations to best satisfy the needs of team members
- Co-Chairs ensure publication of meeting minutes, including attendee list, that depict agreements reached and action items assigned. Points noted are documented upon request
- Co-Chairs will be neutral when acting in the capacity of chair.

Balanced in Interest Group Representation

- Co-Chairs are responsible to ensure appropriate balance of interest group segments within the Work Group
- Co-Chairs should ensure validity of a work group recommendations
 - Working Group meetings should sustain and encourage adequate interest group representation
- Attendance at Working Group and sub-team meetings are open to all interested parties

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Conduct of Members

- Respect for the dignity of members must be assured
- The rights of members with a minority opinion must be protected
 - Minority opinions are included in written documents upon request

Decision Process

- Substantive decisions must be made only when adequate interest group representation is present
- Working Groups and sub teams use the consensus method for decision making
 - Team members receive one voice per entity for consensus purposes.
 - Co-Chairs determine consensus consistent with input from team
- Unresolved substantive issues should be escalated through NANC teams in the following order:
 1. Task Force
 2. Working Group
 3. NANC
- Unresolved substantive issues pertaining to operating principles should be escalated through NANC teams in the following order:
 1. Task Force
 2. Working Group
 3. NANC Steering Committee
 4. NANC

Communication Process

- E-mail is the standard for all Working Group and sub team correspondence
- Co-Chairs are responsible for maintaining updated contact lists
- Meeting minutes, meeting announcements, draft reports and other documents are distributed to the contact list in a timely fashion
- Matrix of Working Group work items distributed monthly to team members and the NANC chair

NANC Status Reports

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- Co-Chairs coordinate monthly updates to the matrix of work items being managed by the Working Groups and sub-teams
- Co-Chairs develop monthly reports for NANC providing current status on work items from the matrix as determined necessary by Co-Chairs and Working Groups
- Co-Chairs attend monthly NANC meeting and provide Working Group status reports

Due Process

- Final closure (e.g. reports and recommendations) should undergo a minimum period for review by team members